

REPORTS INVENTORY

CONTROL NO.

DDS/oe-008

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Top Secret Inventory

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

X MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

X ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

COMMUNICATIONS

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OC-RMS

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OC-RMS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06	\$3.62		1/2 hr.		1.81		1		\$1.81

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Inventory of Top Secret documents held in OC-Admin is required annually by OC-RMS.
Inventory is used to verify possession of documents and possible downgrading
or destruction of documents no longer necessary.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

X RETAIN AS IS ☐ OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

STAT

DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090044-0

5 Oct 1970

FORM 112

Classification

(12-06-12)